

University of Louisville
International Center
International Exchange Student Handbook

Welcome to the University of Louisville (UofL)! We are looking forward to having you join us on campus as a participant in one of our international student exchange programs. We believe that you will have an enlightening and memorable experience, both at the university and in the Louisville region.

The information provided below has been prepared for our incoming International Exchange Students and should answer many of your questions about arrival and settling into your studies here at UofL. Of course, you are welcome to view our website at <http://louisville.edu/provost/intcent/> or contact us via email, edabroad@louisville.edu, or telephone at 502-852-6602 if you need further details. Before you do, though, please read carefully over the following material.

Please note, this information applies only to direct **International Exchange Students** and may not apply to other visiting or regular, degree-seeking International Students. Those arrangements are handled through other offices.

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1. Application for Admission to UofL

If you are participating in a direct International Exchange program, you will need to submit an application for the exchange program to your home institution or sponsoring office as directed by your home institution. Upon acceptance by that office, your university representative notifies you of the acceptance and then notifies us. Next, you will be advised to complete a UofL Admissions application, which is to be submitted along with your exchange program paperwork

from your home institution. The form can be acquired at: <http://admissions.louisville.edu/intl/>. Print and complete the form, making sure you indicate whether you will be studying at UofL for one semester (semester exchange) or two semesters (year-long exchange). Students in the International Exchange programs do not submit their applications electronically. This process is handled through the UofL International Center. Hence, this document is included in the packet of materials sent to us from your institution.

Once the materials have been received and reviewed by the UofL Admissions office in consultation with the International Student Advisor staff, you will be formally admitted to UofL. You will be given a UofL student ID number, which you will use for your housing application and to acquire your campus card once you arrive on campus. (see Housing below)

The UofL International Center will issue the documents for you to acquire your student visa to study in the U.S. (DS2019). The packet is sent to your university International Exchanges representative, along with other useful information, via international courier. Remember, you will need to have this original UofL acceptance letter, plus any other required documentation as stipulated at http://travel.state.gov/visa/temp/types/types_1268.html#apply when you apply for your visa.

Application for Housing

Once you have your student ID number, you are advised to register for your housing online. There is a \$30 application fee, which can be paid via credit card. (See more information on housing below.)

2. Arrival in Louisville and at UofL

Many students make quite long journeys study at UofL. This information will help with that initial arrival and adjustment.

Arriving on Your Own

Louisville International Airport is one of the smaller U.S. airports and is located to the south of the city. It is easy to move from your gate to the luggage claim area. As you exit the security area, you will enter a lounge/seating area. This is where most people are being met by others. If you do not have anyone meeting you then continue forward and go down the escalator to your luggage claim. The airport is not far from the university and taxis are available to get you to campus. The trip should be no more than 20 minutes and the average cost is between \$10 and \$15 U.S. dollars.

Host Family or UofL Greeter

Many International Exchange Students are met by a member of their host family or a greeter from UofL. Once you enter the lounge/seating area, look for someone who has a sign with your name. In order to have a host family, you will to apply to the International Student Advising staff. This form is usually included in the packet of information sent you with your documentation for your visa. Otherwise, the International Center may send a staff person or a UofL student to meet you. Regular email or telephone contact will ensure that you know what to expect upon your arrival in Louisville.

International Center Check-in and Obtaining a Cardinal Card

After you have checked into your UofL housing, be sure to come to the International Center to formally notify us of your arrival. You will then be reminded of the dates and times of your orientations. You will also be advised to go to the Cardinal Card Office on the lower floor of the Houchens building to acquire and activate your Cardinal Card, which provides many services. It is your identification card, library card, and allows you access to UofL facilities, meal services, and many other services in the vicinity.

3. Pre-arrival Groundwork and Post-arrival Settling In

UofL Housing

You are notified of the official dates when your university housing will be open for moving in. If you decide that you would like to arrive in Louisville before that date, you must notify the International Center of those plans. You, in turn, will be advised that the UofL Housing Office will charge you a certain daily rate of \$17 for your room prior to official move-in dates. After that, your UofL housing contract will apply. Should you arrive very late in the evening or night, you will be advised to stay with your host family or in a hotel near the airport and then come to UofL the next day after 9AM.

At the end of your semester or year-long program, should you delay departure beyond the move-out dates, arrangements will have to be made with the housing office and special daily rates may apply, or you may need to stay in a nearby hotel.

For those in a fall semester-only program, you will have to submit a request to cancel your housing contract early since housing contracts are assumed to be for the full academic year. Be sure to collect a letter from the International Center certifying your attendance in a semester program.

Other useful housing information may be found at: www.louisville.edu/student/housing/

UofL Meal plan

Exchange students living on campus are required to purchase a meal plan. Meals plans are \$425 for a semester or \$850 for the year. Students will find a wide range of eating facilities on campus. More information on the meal plans, locations, menus, and schedules of operation may be found at <http://dineoncampus.com/louisville/>

Frequently Asked Questions for Living and Studying at UofL

See <http://louisville.edu/student/housing/faq.html>.

4. Student Tuition and Other Fees

The University of Louisville currently advises International Students to have at least \$3,500 per semester or \$7,000 per year to cover their housing, meals, books, and other basic expenses while

studying at UofL. This amount is in addition to the tuition costs or any special laboratory fees or other fees. Students are also required to obtain UofL Health Insurance (see below).

Under the terms of the exchange agreement, incoming International Exchange Students do not pay tuition at the UofL, the International Student fee of \$50 is waived, and the International Center covers the \$30 UofL admissions fee. However, there are other fees which may have to be paid. For one, the UofL Housing Application fee of \$30 U. S. dollars is the responsibility of the student. Further information on the admissions process for International Students can be found at <http://admissions.louisville.edu/intl/>. Please note that the admissions fee provides students with the University of Louisville Cardinal Card, which allows access to UofL facilities as well as provides a free bus pass for the Louisville Metro region. More details on this can be found at <http://www.louisville.edu/campuscard/>.

5. Health Insurance

UofL requires that all students obtain health insurance. Current policy is that all students must sign up for the university health plan. For a semester, the combined amount of the insurance and health service fee is \$750, for year-long students, that amount is \$1,500. This amount may change and it is advisable to refer to the University website at <http://admissions.louisville.edu/aid/cost-intl.html> for current amounts.

See the following for details on the health plans:
<http://www.med.louisville.edu/clinical/studenthealth/faq.htm>

6. Paying for Housing and Meal Plan

While you do not pay for your tuition, you are responsible for paying for your housing and meal plan. Within two weeks after your arrival, you will receive a bill from UofL. This will have your housing, meal plan, medical insurance, and tuition charges. The tuition will be paid by the International Center. You should meet with an International Exchange Student advisor to make sure that the correct charges appear on your bill and to ensure you know what you will need to pay. Sometimes, because certain courses were not pre-registered, your bill may not show the full-time course equivalent (12 credit hours, which usually means 4 courses). This will change as you are able to complete your registration.

Find meal plan information at <http://www.louisville.edu/businessaffairs/campuscard/mealplan> and <http://www.dineoncampus.com/louisville/>.

7. UofL Housing Options

UofL encourages International Exchange Students to live in campus facilities. This way, the students are better able to participate in the many activities found on campus. On-campus housing is limited and we advise students to submit their UofL applications early. Once students

are accepted and obtain their Student ID number, they can file their housing applications. Housing information can be found at <http://www.louisville.edu/student/housing/>.

8. Orientation

All incoming International Students participate in a UofL orientation towards the end of the first week of the UofL semester.

All incoming International Exchange Students participate in another, program-specific orientation within one week after the start of the UofL semester. At this time, you will meet the International Center staff, go over basic UofL rules, and procedures for your exchange program including completing any required paperwork and discussing the specific courses or plan of study for your exchange program.

9. UofL Course Registration

Depending upon the specific exchange program that brought you to UofL, you may have been pre-registered by Exchange program staff through a manual registration process. Others will do course registration upon arriving in Louisville. You will receive information about registration procedures along with your acceptance letter from UofL. The International Center staff will help with any questions you might have about this document.

10. International Center Contact Information

Please feel welcome to visit the International Center (IC) at Brodschi Hall, located south of the Ekstrom Library. The International Center staff coordinates all incoming international student documentation, including International Exchanges, as well as coordinates the Study Abroad activity for UofL students. You will have your orientations at the International Center over the first few days of your arrival, but do not feel that that is the only time to come by. The International Center has programs that run throughout the year and there are international student organizations that you might like to join. Please see our website at www.louisville.edu/provost/intcent for information on our various programs.

Some of our staff is identified below:

International Exchange Students receive help from Dr. Joy Carew, Associate Director of the IC, including application to Exchange program, pre-arrival assistance, course registrations, etc. Her email is jgcare01@louisville.edu. Ms. Xiujie Sun, x0sun004@louisville.edu, also assists International Exchange Students.

International students, receive help from our International Student Advisors, Ms. Barbara Jones, bajone01@louisville.edu, and Ms. Sharolyn Pepper sfpepp01@louisville.edu. They may be reached at the International Center main number 502-852-6602 or fax 502-852-7216.

Some International Exchange programs are handled by specific schools or colleges at the University of Louisville. For example, students participating in the College of Business Exchange should contact Dr. Allie Goatley, magoat01@louisville.edu. Students participating in the College of Arts and Sciences Brazil Exchange should contact Dr. Manuel Medina, mfmedi01@louisville.edu. However, feel free to contact the International Center at intcent@louisville.edu if you are unsure and we can help you find the right contacts.

11. International Center and Other Campus Activities

The International Center hosts a number of activities throughout the year so please make sure you get a calendar of programs. Additionally, Student Activities, Academic departments and other sectors of the UofL host programs that might be of interest. Make sure you check the various announcement boards for up-to-date information.

12. Transcripts

As important as your stay at UofL is, it is equally important to ensure that your academic records get transferred back to your home campus. All International Exchange Students are advised to request their transcripts from the Registrar's office early in their semester at <http://louisville.edu/student/services/registrar/transcript.html>. Due to privacy requirements, only you can request this document. You should have one sent directly to your home institution and have a second one sent to your home address for your records. The first transcript is free; the second is made available for a small fee.

13. Other Useful Information

For general information on the University of Louisville, please see <http://louisville.edu>. For general information on Louisville places and events: <http://www.louisvilleky.gov/Visitors/>. The University of Louisville also observes the holidays listed below. University offices and most state and governmental offices are closed on these days. There are no classes on these days either.

Independence Day	July 4	
Labor Day	First Monday in September	Monday
Thanksgiving Holiday	Fourth Thursday in November	Thursday, Friday is also a holiday
Winter Break	December 23-January 1	
New Year's Day	Jan. 1	
Martin Luther King Day	Monday on or closest to January 15	Monday
Memorial Day	Last Monday in May	Monday